

FY 2016-2017 BUDGET and TAX RATE CALENDAR

<u>Date</u>	<u>Meetings/Public Hearings/Notices Required</u>
April	Bell County Appraisal District prepares and submits to Bell County Tax Assessor-Collector estimated taxable values
June 4	BOA retreat and preliminary discussions regarding budget assumptions
June 6	Distribute budget forms and forms for expenditure requests <ul style="list-style-type: none">➤ Chamber of Commerce/Tourism Bureau➤ Outside agencies (PALS, KSB)
June 8	Departmental budget meeting
June 9	TML Budget, Tax Rate, and Audit Training – Bastrop (MA and Chrissy) BOA workshop meeting, 6:30 p.m. <ul style="list-style-type: none">➤ Submit proposed Budget Calendar to BOA➤ Distribute proposed expenditure request forms to BOA
July 8	Deadline for departments and outside agencies to submit budget requests
July 15	Appraisal Review Board to approve appraisal records
July 21	Send notice of Budget workshops (2 wkshps – 8/4 and 8/11) to Village Voice <ul style="list-style-type: none">➤ Meets 72-hour posting requirement for BOA meetings➤ Post at city hall and on website
July 25	Receipt of Certified Appraisal Tax Roll from Bell County Appraisal District
August 2	File proposed Budget with Municipal Clerk/give proposed Budget to BOA <ul style="list-style-type: none">➤ Budget must be filed for at least 15 days before calling a public hearing on the budget; earliest date to call a public hearing: August 17➤ Budget must be filed for at least 30 days before adopting the Tax Rate; earliest date to adopt the Budget/Tax Rate: September 1➤ Must contain special cover page if the budget will raise more total property tax revenues than previous year.➤ Post proposed tax rate on website
August 4	First Budget Workshop, Regular BOA meeting, 6:30 p.m. <ul style="list-style-type: none">➤ Review, Discuss, Adjust Proposed Budget Assumptions, and Tax Rates
August 5	Deadline for Bell County Appraisal District to publish Effective & Rollback Rates
August 11	Second Budget workshop, BOA Workshop meeting, 6:30 p.m. <ul style="list-style-type: none">➤ Continue review of budget process➤ Discuss Outside Agency Requests

- August 15 Deadline for Budget Officer to file proposed budget with the municipal clerk (LGC Sec. 102.005 - 30 days before tax roll adopted).
- August 18 Third Budget workshop, Regular BOA meeting, 6:30 p.m.
 ➤ Only if needed
- August 19 Send to Village Voice to publish in August 25 issue (7 days before first public hearing on Tax Rate and 20 days before public hearing on budget)
 ➤ Notice of first Public Hearing on Budget (must publish at least 10 days prior to and no more than 30 days before budget hearing)
 ➤ Combined notice of Proposed Tax Rate and notice of Tax Rate Hearings
- August 25 Village Voice publishes first public hearing and combined notice of Proposed Tax Rate
- August 25 Send to Village Voice to publish in September 1 issue (7 days before second public hearing)
 ➤ Notice of second public hearing on Tax Rate (September 8)
- September 1 First Public Hearing on Tax Rate, Regular BOA meeting, 6:30 p.m.
 ➤ If needed for an increase over the lower of the effective or rollback rate
 ➤ At least three days before second hearing but not on a weekend or holiday
 ➤ First tax rate hearing may not be held before the seventh day after notice of public hearing is given
 ➤ Post on the Internet (continuous)
 ➤ Announce scheduled vote on tax rate, date, time and place
- September 8 Public Hearing on Budget and 2nd PH on Tax Rate, BOA Workshop meeting, 6:30 p.m.
 ➤ Must be after the 15th day after the proposed budget is filed with the clerk
 ➤ Must take action to postpone vote on Budget to September 15
 ➤ Second PH on tax rate is needed for an increase over the lower of the effective or rollback tax rate.
 ➤ At least three days before adoption of tax rate but not on a weekend or holiday
 ➤ Second Tax Rate hearing must be no more than 14 days before adoption of tax rate.
 ➤ Announce scheduled vote on tax rate, date, time and place
- September 15 Regular BOA meeting
 ➤ Adopt the Budget
 ➤ Must be record vote, see motion page and black book pp 18-13 for ordinance and website language
 ➤ 2/3 quorum required (see black book pp 18-A4
 ➤ Send vote to appraisal district
 ➤ Adopt the Tax Rate
 ➤ Must be record vote, see motion page and black book pp 18-13 for ordinance and website language
 ➤ Send vote to appraisal district
 ➤ Ratify tax rate through board action if property tax rate adopted will raise more revenues than in previous year's budget